NEW ENTITY CHECKLIST

(Submit To Arizona Dept. of Real Estate)

1ST Step:

• LI- 213 "Request for Legal Name Approval" (Fax Directly to Phoenix for approval)

2nd Step:

• **LI-212** "Application for LLC, Corp. Partnership or LLP"

• LI-214 "Questionnaire"

• LI-201 "Broker Change Form" (Appointing New DB) (Fill Out Right Block)

• LI-215 "Aware Statement"

• Company Resolution (Tying Broker to Entity)

• List of All Members (LLC) (On separate sheet of paper) (Name, Address, Phone#)

or

• List of each officer, director and shareholder (Name and Address)

• Copy of Articles (Must Say Filed from Corp. Comm.)

• For Foreign Entities and Partnerships (See Checklist on Application Form LI-212)

• Operating Agreement (LLC) (If one exists)

New DB

Provide Proof of Broker Management Clinic within the last 23 Months.

Email for Broker Appointments at: Broker.appointments@azre.gov